

State of Kansas - Bid Document Deliverable Checklist

Department of Administration, OFPM – DCC

This list represents the items required to be submitted to DCC for the purposes of bidding a project. If any item on this list is not met, it may delay the bidding of the project. Consult the Building Design and Construction Manual Part A – Chapter 6 for more detailed instructions. **This form is completed by Compliance staff as part of their review of the project.** NA indicates not applicable to this project.

DCC Project Number: _____ Date: _____

Agency: _____ Building name and title of work: _____

DCC Project A/E: _____ DCC Inspector: _____

Project Architect: _____ Project Engineer: _____

Agency contact: _____ Additional contacts: _____

Budget amount*: _____

Sales Tax *: ☐ Not-Exempt from certain sales tax. ☐ Exempt from sales tax (Owner to provide exemption certificate).

Bid Date*: _____

Pre-bid Date & Time*: _____ Pre-Bid Location*: _____

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> _____ Front End needs to be completed. Front End Data Form 305 is attached. | <input type="checkbox"/> _____ Front End had been completed and is in spec_bidding folder. |
| <input type="checkbox"/> _____ Forwarded for Administrative staff formatting review. Compliance comments are listed below or forwarded in an email. | <input type="checkbox"/> _____ Administrative formatting review complete.
<input type="checkbox"/> No comments.
<input type="checkbox"/> Comments are listed below or forwarded in an email. |
| <input type="checkbox"/> _____ Project is released for bidding. CD/DVD is attached. * | <input type="checkbox"/> _____ CD/DVD needs to be revised. Revised CD/DVD to be forwarded by _____. Project can be advertised. |

Met	Not Met	General items
_____	_____	1 An approved code footprint, signed by all parties, is on file at DCC.
_____	_____	2 Project architect/engineer has completed Energy Efficiency Performance Standard attestation
_____	_____	3 Project title is consistent with Form 935 – DCC Project number / Data Request
_____	_____	Format Items – Drawings
_____	_____	4 Electronic submittal requirements (Electronic copies are to be from a scan of the printed Mylar®/vellum copy.) * All electronic .pdf deliverables are on one (1) CD/DVD. (Drawings to be in their own folder on the CD/DVD.) * Each drawing sheet is its own .PDF document, is oriented horizontally, has layers turned off.* Drawing file titles with a 3-digit numerical prefix (beginning with 001) * The drawing file name includes the sheet number and the drawing name from the title block for that sheet. * Drawing files are titled in the numerical order the project architect/engineer intends the drawing set to be displayed. *
_____	_____	5 Printed copy requirements – Printed copy is on Mylar®/vellum. (Bond submissions not allowed except Board of Regent projects can be a bond copy with transmittal indicating Mylar®/vellum delivered to the Regent institution.)
_____	_____	6 Title Block contains: _____ Project Title _____ D CC Project number _____ Building number _____ State Agency _____ Primary consultants name/discipline _____ AE seal, signed, dated & readable of the intended size of drawing
_____	_____	7 Drawing index to match drawing names on title block and on cover sheet or first sheet of documents.
_____	_____	Format Items – Specifications
_____	_____	8 Form 305 - Specification Front End Data Form is provided and completely filled out. *
_____	_____	9 Technical specifications and all other information listed below are submitted in .PDF format. (Specifications are to be in their own folder on the CD / DVD) *
_____	_____	10 Each electronic technical specification Division with applicable Sections are bundled as one (1) .PDF file per specification Division. *

Met	Not Met	
		Each electronic specification section file and all other informational files, created by the project architect/engineer are numbered in the order the project architect/engineer intends the information to be displayed, and a 3-digit numerical prefix and title (001 and 004 are reserved for DCC). *
		11
		12 One page (or separate pages) with the project title, DCC project number, agency name and each professional's seal, signed and dated. These sheets are to be one .PDF and begin with the number 002-. *
		13 A completed Table of Contents (DCC Form 307) prepared in.DOC/DOCX format, listed in the order shown on the Table of Contents template. (this will be numbered 003).*
		14 Division 1 sections (file named 005), edited and formatted as supplements to DCC Documents A-I & DCC Division 1 are submitted in .pdf format. *
		15 Actual #of pages in spec sections correspond with the Table of Contents number of pages. **
		16 Drawing sheet index, if provided in Division 01 specifications, is to match titles in drawing title blocks.
		Technical Review
		17 Alternates and unit prices are designated with whole numbers, without subsets. (Example: Alt. 1, Alt. 2, Alt. 3, etc.)
		18 Each alternate is mutually exclusive from all other alternates and described as such on the appropriate drawing sheet and specification section.
		19 Full descriptions of alternates, unit prices and allowances are included in the project architect/engineer's Division 1 section.
		20 If the project's funding source (i.e. federal funds) that requires additional or non-standard procedures and/or forms beyond State of Kansas requirements, a separate sheet is to be attached to the above document identifying and specifying the agency's procedures.
		21 Document details correspond with code requirements on Code Footprint.(not applicable if code footprint not required)
		22 Construction separation in occupied buildings and temporary egress is shown.
		Accessibility Review
		23 Path of travel
		24 Site/parking
		25 Accessible routes (exterior/interior) including building access, stair/elevator, doors
		26 Protruding objects
		27 Toilet/shower rooms
		28 Alarms
		29 Counters/storage
		30 Special occupancy requirements
		Code Review
		31 Special use or occupancy requirements
		32 Details comply with construction type
		33 Details for rated walls (interior/exterior), horizontal assemblies, penetrations, joint systems, openings, duct and air transfer openings, concealed spaces
		34 Interior finishes and Environment (including glass/glazing and plastics (foam insulation)
		35 Sprinkler
		36 Standpipe
		37 Fire Alarm
		38 Smoke Control or Smoke Heat Vents
		39 Means of egress – width, illumination, doors (including hardware), stairs, vertical exit enclosures, exit signs, handrails/guards, corridors, exterior ramps/stairs, exit discharge, assembly requirements, emergency escape and rescue
		40 Roof
		41 Structural load performance criteria indicated
		42 Electrical
		43 Mechanical
		44 Plumbing
		45 Elevators

* Document Management Section to obtain for DCC design section documents. ** Document Management Section to obtain for all projects.